

MINUTES

Reading Parking Authority

25 May 2011

The Reading Parking Authority held their meeting on Wednesday, 25 May 2011 at 5:30 P.M. in their office at 613 Franklin Street, Reading, PA.

Board Members Present

Jack Lantrip, Vice Chairman

John M. Darlington, Treasurer, Asst. Secretary

Mark Cianciosi, Board Member

Absent

George Cook, Chairman

Mike Polyak, Board Member

Others Present

Lawrence Lee, Executive Director, RPA

Christina Gilfert, Finance Manager, RPA

James Lillis, Solicitor

Guest(s)

Vaughn Spencer, City Council President

The meeting was called to order by the Vice Chairman of the Board at 5:30 PM.

Public Comments

None

Guest

None

Reading and Approval of the Minutes

Motion 2010-14 was made by Mr. Darlington to accept the minutes from the last meeting. The motion was seconded by Mr. Cinciosi. The motion passed.

Correspondence

The Authority received a request from Reading Movies to allow IMAX to post future advertisements in the lobby of Boscov Plaza. The postings are the same as the back lit posters inside/outside the movie theatre. Motion 2011-18 was made by Mr. Cinciosi and was seconded by Mr. Darlington. The motion passed.

Executive Director's Report

Convention Center Garage

The only outstanding item from the general contractor, Whiting Turner, is repainting the line stripping on the roof of the garage. The final invoice has been received and verified at \$125,058.79. Once the line painting is complete the Authority will submit a request for the remaining RCAP grant funding. We are also investigating a few more leaks on the roof.

Wyndham Repairs

Work has been completed by Perrotto Builders and the invoice for \$82,700 was paid. The quality of work and on time completion is noteworthy.

Bond Interest Payment Due

The following bond payment was paid on 5 May 2011:

2004: \$167,630.09

2006: \$30,615.00

2009: \$216,422.50

\$414,550.59

ThyssenKrupp Elevator Problems

The Authority has agreed to a maintenance contract for the three traction elevators at the DoubleTree Convention Center garage for \$300 per elevator per month for two years commencing on 10 Sep 11. The contract will run in concert with our other remaining elevator contracts for the other eighteen elevators within the Parking Authority with ThyssenKrupp.

Used/New Equipment Procurement

The Authority has completed Phase I of our automation/revenue control upgrade for all our parking facilities. Equipment upgrades have been installed in the Reed and Court and Chiarelli Plaza garages.

Phase II of the upgrades/automation will include enhancements to the South Penn, 4th and Cherry, and Poplar & Walnut garages. The equipment was ordered on 16 May. Once the equipment is installed and operational, two booth attendants will be laid off.

2011 Meter Certification

Parking meter certification is ongoing. All 1,096 meters will be certified not later than 1 July 2011. The Authority has certified 74% of the parking meters or 812 certified with 25 failures which are all the old mechanicals.

IPS Meter Trial

The test of the new IPS meters is being scheduled for 14 June. Meter locations are as follows:

000 N. 6 th St.	10 Meters	
500 Court	5 Meters	(includes sensors)
600 Court	6 Meters	(includes sensors)
500 Penn	23 Meters	
6 th & Cherry	13 Meters	(Alternate location for sensors if need be)
<u>Spares</u>	<u>3 Meters</u>	
Total	60 Meters	

Parking Ticket Processes

The executive director is planning a working conference with the Administrative Courts, President Judge Schmehl, Jim Lillis, and other key players to pursue the decriminalization of parking tickets.

- The Authority is working on a cost benefit analysis to validate the new process and ensure its viability.

- IT processes are being checked to ensure the new platform can be supported by our exiting ticketing process.

- Enabling legislation is still the challenge to short term implementation.

- Potential adjudication personnel are being analyzed (retired district justice, attorneys, and RPA personnel)

- A meeting is planned the day after the board meeting with the outsourced vendor for the Pittsburgh Process to gain additional insight.

- Fee schedules are being reviewed and analyzed.

- Renovations have already commenced in the Parking Authority office to accommodate public hearings.

The Administrative Office of the Pennsylvania Courts (AOPC) will no longer accept our e-filing procedures for ticket processing after 9 July UNLESS we comply with extensive programming changes. Further, police tickets will ultimately not be processed by the Reading Parking Authority due to our pursuit of decriminalized parking tickets for the Parking Authority.

Reading Express Football

The Authority had previously agreed to a \$1.00 special event parking fee for the last Express Football game scheduled for 4 June. The team has made the playoffs and will play 18 June. The Express has requested a consideration for \$1.00 event parking to stimulate attendance and support of the football team. A motion is required.

2011 Budget Review

The Finance Manager addressed the financial status of Budget/Revenue for 2011.

- Operating Budget: The Authority is \$54,423 ahead of budget projections for operations. However, it should be noted that some line item numbers have been paid in advance skewing the report. Wages are down as a result of seasonal slowdown in Sovereign Center events. Events will pick up again in the fall.

- Revenue Report: The Authority revenues are \$132,380 ahead of last year's revenue at this time. Violation revenues have improved and are currently \$90,938 ahead of violation revenues from last year (2010). Increased ticket prices and out of state collections are accounting for the increase.

- Cash Flow: The cash flow as of 30 April 2011 is \$4,943,137 compared to \$4,768,092 in 2010. Expenses have increased significantly as our Act 47 contributions are captured in this line item.

Motions for the Board

1. That the board passes a motion to accept the minutes from the last board meeting. Motion 2011-14.

2. That the board accepts the accounts payable from the previous meeting. Motion 2011-15.

3. That the board authorizes a special event parking price of \$1.00 to support the Reading Express football team in their post season. Motion 2011-16 was made by Mr. Darlington and was seconded by Mr. Cianciosi. The motion passed.

4. That the board approves a one year parking agreement with St Joe's Hospital for 255 parking spaces at the Poplar and Walnut garage for a period of one year commencing on 1 June

2011. Motion 2011-17 was made by Mr. Cianciosi and was seconded by Mr. Darlington. The motion passed.

5. That the board approves the postings of two IMAX movie advertisement signs in the foyer of Boscov Plaza garage. Motion 2011-18.

6. That the board approves the contractual agreement with Parking Wars to film in Reading subject to review by the solicitor and the executive director. Motion 2011-19 was made by Mr. Darlington and seconded by Mr. Cianciosi. The motion passed.

Solicitor's Report

The solicitor discussed a review of the Parking Wars potential contract with the Reading Parking Authority. The solicitor reviewed existing contracts from Detroit and Philadelphia as they may relate to Reading's contractual agreement for filming. The filming will occur in Reading shortly if the contract is approved.

Approval of Accounts Payable

Motion 2011-15 was made by Mr. Darlington and seconded by Mr. Cianciosi to accept the accounts payable. Motion 2011-15 passed.

Old Business

None

New Business

The Authority has approved a new parking agreement commencing 1 June 2011 with St. Joe's hospital for 255 parking spaces at the Poplar and Walnut garage for one year. A motion is required.

Other Business

The solicitor provided an opinion relative to our exemption to a federal excise tax as it relates to a potential refund discovered by UtiliTech. A refund is being processed.

The Authority is working with Our City of Reading and the tax assessment folks to address tax issues for Channel 69 and the new Italian restaurant at Boscov Plaza. These two entities are not tax exempt. Coordination is ongoing.

The Authority discussed a potential sublease request by Reading Area Community College for approximately 100 parking spaces at the Front and Washington garage. The solicitor requested additional time to discuss and will provide a recommendation at the next scheduled board meeting.

Executive Session

No executive session.

The meeting adjourned at 6:05 PM.

RPA Next Regular Meeting

The next board meeting is scheduled for 22 June 2011.